

Program Data Sheet

Name of Event: AKO Database training			Pilot Program
			Revised program
		x	Repeat Program
Date: 14 and 15 Mar 2005	Day of Week: Monday and Tuesday	Time: 0900	
Location: 133 conference room	Information Phone #:	Price:	
Program Coordinator: Karen Lewis			
Phone #:	Fax #:	e-mail Address:	
Purpose of the Event: Provide training to Future Center personnel			
Indicator/Measure of Success:			
After Action Report (AAR) Comments from Prior Event(s): Seemed well received. Questions were asked.			

Key POCs

Name	Requirements	Phone #	Fax #	e-mail	Actions
	Publicity				
	Equipment				
	Supplies				
	Audio/video				
	Decorations				
	Food & Beverages				
	Procurement				
	Set-up / Clean-up				
	Other				

After Action Report

Financial Analysis

Sales:		Notes:
COGS:		
Other Revenues:		
Labor:		
Other Expenses:		
NIBD:		

Program Analysis

Attendance:12	
Indicator/Measure of Success:	
Elements to Change: Continue to work on items to demonstrate.	
Elements to Eliminate:	
Elements to Add:	
Other Comments: Good start and I hope to reach more offices.	